

Active Leader Football Programme for Girls

Code of Conduct for the volunteering of Active Leaders at England Football Accredited Clubs / Programmes

This Code of Conduct sets out the responsibilities for the engagement of Active Leaders as volunteers at England Football Accredited Clubs / Programmes. The Active Leader Volunteers will be under 18, so this document ensures that safeguarding responsibilities are clearly stated. The Responsible Adult referenced in the text is the person stated on the Active Leader's registration form as their Parent/Carer/Guardian. This information will be shared with the relevant England Football Accredited Clubs / Programmes.

Section A: England Football Accredited Clubs / Programmes

The Club / Programme will:

1. communicate with both the Responsible Adult of the Active Leader and the Active Leader, until the Active Leader is 18, for all written and electronic/digital communication, together with written confirmation of any relevant verbal communication with the Active Leader while she is volunteering.
2. provide the Responsible Adult of the Active Leader and the Active Leader with a copy of the Club/Programme's practises and procedures which are relevant to the Active Leader's role and uphold all such practises and procedures.
3. provide the Responsible Adult with the name, phone number and email address of the Club/Programme representative who can be contacted in case of emergency.
4. clearly specify the start and finish dates, times and location of the volunteering.
5. ensure the Active Leader does not have to wait alone at a volunteering session without a Club/Programme representative present.
6. clearly outline the roles and responsibilities of the Active Leader for the duration of the volunteering, understanding that the Active Leader is helping support Club/Programme sessions and should not be expected to lead them.
7. never leave the Active Leader alone with any children, players or parents, without a Club/Programme official present who is over 18.
8. introduce the Active Leader and Responsible Adult to the Club/Programme's Designated Safeguarding Lead/Welfare Officer and Health and Safety Officer and provide all necessary contact details.
9. clearly brief the Active Leader in all safety and evacuation procedures including fire or other emergency.
10. check the Active Leader has been safely collected by the Responsible Adult before leaving the Club/Programme's session at which they have volunteered, unless written authorisation has been obtained from the Responsible Adult for the Active Leader to make their own way home.
11. confirm to the Active Leader the procedure to be followed if illness or injury occurs during a session (to participants or the session leaders.)
12. ensure that no Club/Programme representative engages in any form of sexually related contact, gestures, or terms with the Active Leader.
13. not directly message the Active Leader via email, text, or social media platforms until they are 18.
14. not link with the Active Leader via social network platforms, online media, or gaming until they are 18.
15. take full responsibility for the safety and wellbeing of the Active Leader during the Club/Programme's sessions at which they are volunteering.
16. provide constructive feedback and continue to help the Active Leader develop confidence and skills
17. report any concerns in relation to the Active Leader in the first instance to their Responsible Adult.

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Section B: Active Leader

The Active Leader will:

1. abide by the rules, regulations, policies and procedures of the Club/Programme as advised to them
2. be prepared to undertake the Active Leader Roles set out in Section C and be positive, motivated, well-disciplined, respectful and eager to learn and improve.
3. encourage all participants to learn the rules, play within them and respect the decisions of session personnel, discouraging unfair play, rule violations and arguing.
4. display high standards of behaviour at all times and dress smartly and appropriately.
5. promote and encourage participants to take part, have fun and help build their confidence and enjoyment by giving positive feedback about their performance.
6. uphold the wellbeing and safety of participants.
7. not smoke, drink, or use banned substances whilst volunteering for the Club/Programme and never provide participants with alcohol, nicotine or banned substances.
8. avoid private or unobserved situations and encourage an open environment.
9. assist the session lead with activities which are appropriate for the age, maturity, experience, and ability of the participants.
10. develop an appropriate relationship with participants, based on mutual trust and respect, ensuring that any physical contact is carried out within the Club/Programme's guidelines.
11. not engage in any form of sexually related contact, gestures or terms with a participant.
12. not, under any circumstance, direct message any participant under 18 years old via email, text or social media platforms or link with them via social network platforms, online media or gaming.
13. report any concerns such as in relation to safeguarding and discrimination to the Club/Programme's Designated Safeguarding Lead/ Welfare Officer as advised.
14. report any concerns in relation to the Club/Programme immediately to the County FA.

Section C: Active Leader roles – an outline

1. Assist with the registration of players on their arrival to the session.
2. Assist with organisation/setting out of equipment.
3. Reinforce behaviour expectations set by the coach/session leader.
4. Help to motivate and encourage the players.
5. Under supervision run warm-up games.